



City of Kansas City Unpaid Internship Program

Aviation Department

Engineering Technician Intern

Planning & Engineering Division. Student will use a computer aided drafting and design system to create, modify, delete, transfer copy, store and plot graphic files in the preparation of drawings and other related engineering data. Desired Background: Some knowledge of the terminology and practices of computer aided drafting, mathematics and trigonometry; the ability to make arithmetical calculations quickly and accurately; and the ability to create simple maps, drawings and plans.

Communications Assistant Intern

Marketing Division. Student will research and write news releases, newsletter articles and feature stories, maintain content of web site by researching and writing updates, assist in coordinating and publicizing special events, support Airport Ambassador and tour programs, and assist in the updating and maintenance of database information. Desired Background: Experience/coursework in journalism, communications, English or related area.

City Auditor Office

Student Intern

Student will assist with performance audits by determining compliance with laws and regulations, reviewing the adequacy of management controls, and evaluating program efficiency and effectiveness. Duties include, but are not limited to, interviewing program staff, collecting and analyzing data, preparing work papers, assisting with report writing and assisting with various office administrative tasks. Desired Background: Experience/coursework in public administration, business administration, accounting, finance, information systems, social sciences, statistics, or related fields. Skills including financial management and analysis, quantitative and qualitative research, and proficiency with Microsoft Word and Excel. MPA or MBA graduate student preferred.

City Clerk Office

Student will assist in Legislative Process. This includes the processing of ordinances and resolutions and other related documents (i.e. committee agenda/city council docket). Duties will also include assisting in developing a legislative research guide as well as attending Standing Committees and Legislative Committees of the Mayor and City Council. Desired Background: high school graduation, pursuing coursework in political science or public administration and proficiency in Microsoft Word.

City Council Office

Interns will work for the hiring council member performing tasks such as filing, answering constituent calls and reviewing documents pertaining to city business and departments as directed. Interns will perform project duties as assigned by the individual council member or council staff, and interns may be expected to attend community meetings with the council member or council staff. Interns should have an interest in city government and the City Council. Desired Background: high school graduate and/or college student pursuing coursework in political science, public administration and/or social science; proficiency with Microsoft Word and Excel; college level writing and communication skills.

City Manager Office

311 Action Center

Duties and responsibilities may include the following:

- Working with 3-1-1 Action Center management to effectively resolve complex and sensitive customer service issues.
- Assisting with continuous efforts to improve operations, decrease turnaround times for service requests, and streamline work processes to provide quality, seamless customer service.
- Establishing a positive, effective working relationship with the public, City management and staff.
- Gaining a working knowledge of City ordinances, policies, procedures and codes.
- Performing administrative research, studies and surveys.
- Collecting and reporting on data from the PS CRM system to be used in administrative, fiscal, budgetary, and/or procedural analyses.
- Assisting in the preparation of reports.
- Taking calls from residents and creating requests for service.

Interns must have the ability to:

- Work independently while exercising sound judgment.
- Follow written and verbal instructions.
- Function successfully as part of the 3-1-1 Action Center team.
- Work cooperatively with City employees and the public.
- Prepare clear, concise, accurate and comprehensive written documents and statistical reports as well as progress reports.
- Have excellent computer skills.

Administrative Assistant Intern

City Communications. Administrative staff are to perform a variety of functions including: general filing; reviewing, clipping, compiling and copying news articles; answering division main phone line; covering front desk as needed; performing general office duties; and other duties as assigned. Must have experience with office machines such as copiers, faxes, basic computers and printers. Should be a team player with excellent customer service and people skills; ability to comprehend and follow instructions with minimal supervision.

Communications Specialist Intern

City Communications. Must possess good journalistic writing skills, knowledge of AP Style, basic knowledge of Microsoft Office computer programs. Experience in digital and 35mm photography desired. Responsibilities will include: writing news releases, project coordination, media relations, assisting with news conferences, developing and packaging media kits, writing copy for publications, creating and editing stories for the monthly newsletter, assisting with the development of a variety of public information plans and internal/external communication projects.

Emergency Management/Homeland Security Intern

Division of Emergency Management. Student will assist with projects that consist of planning, research, and community outreach. Whenever possible, internship projects will be tailored to meet the background, experience and academic specialty of the intern. Desired Background: Interest or specialty in police or fire science, emergency management, homeland security or similar academic programs. Student must be able to work independently and willing to undergo a background investigation. Applicants with a criminal history (other than minor traffic violations) cannot be accepted due to the sensitive nature of the work.

Estimating Software Analyst

Office of Management and Budget (OMB), Small Business Division. Student will manage division plan room; perform research, design, develop, and test operating systems-level software and network distribution software; work with entrepreneurs in various industries for construction estimates and software installation; and assist with the development of construction bid estimates for small business projects. Desired Background: architectural engineering/construction management background and/or experience on construction estimating software programs.

Graphic Design Intern

City Communications. Will assist in the development and design of graphics for a variety of projects and gain experience in all areas of design strategy and production using diverse media: newsletters, logos, complete identity systems and promo pieces. Requires a working knowledge of desktop publishing techniques and strong design skills. Experience using Adobe InDesign, Adobe Photoshop, Adobe Illustrator and experience in digital and 35mm photography is desired.

Project Management Intern

Capital Improvement Management Office (CIMO). Duties as assigned by mentoring partner. Desired Background: Engineering, construction management, design review, etc.

Public Art Intern

Capital Improvement Management Office (CIMO), Architectural Services, section. Student will work on establishing an Artist Database, Slide Registry updates, and daily tasks. Desired background: Experience/coursework in art and/or art history. A graduate student is preferable.

Technology Intern

Division of Emergency Management. Student will be working in Kansas City's state-of-the-art Emergency Operations Center (EOC), with extensive computer hardware, software, satellite, radio and video technology. Student will assist with the development, integration and maintenance of EOC technological systems. Specific duties can be tailored to meet the background, experience and academic specialty of the intern. Desired Background: Enrollment in two or four year technical school, college or university, specializing in one or more of the technical systems mentioned above. The intern must be able to work independently, and willing to undergo a background investigation. Applicants with a criminal history (other than minor traffic violations) cannot be accepted due to the sensitive nature of the work.

Website Content Assistant Intern

City Communication. Will assist Website Content Editor with writing, editing and managing content on the City's website. Requires good journalistic writing skills in a variety of formats, knowledge of AP style, Web content management systems, Dreamweaver, and Microsoft Office computer programs. Experience in digital and 35mm photography is desired.

City Planning and Development Department**Citywide Planning Intern**

The student will be trained to operate GIS software, analyzing land use and transportation information, creating power point programs, and writing reports of findings. The work program will involve assisting with computer mapping and will be an excellent experience for students interested in a career in computer aided drafting or college majors in geography, engineering, planning, architecture, or landscape architecture. Desired Background: computer literacy and familiarity with Microsoft Windows operating system.

DCA Technology Intern

Business Service Division. Student will assist department staff with on-going technical support of Internet and intranet sites. Student will also provide light technical computer support and assist with set-up and relocation of our computers. Student will review, update, and make recommendations to improve the department's phone listings. Desired Background: Broad awareness of basic internet, intranet, and www technologies, website design and development.

Convention & Entertainment Centers Department**Event Coordination Intern**

Intern will be head coordinator for small shows in the facility following a brief orientation period. Intern will also provide back-up coordination for larger events under the direct supervision of the head coordinator. Intern will correspond on a personal level with promoters, outside vendors and other divisions of the facility on event coordination related issues, as well as utilize various software products (i.e. MS Word, MS Excel, and the Ungerboeck Event Management Software System). Desired Background: Ability to follow oral and written

instructions. Skilled in communicating with the public. Possesses a well-grounded knowledge of customer services and event-related issues.

Sales Operations Intern

Sales Division. Intern will assist with and complete Conventions and Entertainment Department sales contracting with various event promoters. Answer various sales-related questions posed by event promoters. Assist with scheduling facility tours to event promoters. Correspond with promoters on event-related sales issues utilizing various software products (i.e. MS Word, MS Excel, and the Ungerboeck Event Management Software System). Search for and provide reports to promoters using the Ungerboeck Event Management System. Provide sales staff support and enter sales data utilizing the Ungerboeck Event Management Software System. Initiate, review and complete event sales files. Desired Background: Ability to follow oral and written instructions. Skilled in communicating with the public. Possess a well-grounded knowledge of customer services and event sales-related issues. Ability to understand, record and file any/all initial sales or contractual agreements and any changes thereof, as well as the ability to utilize provided documentation forms and the Ungerboeck Event Management System.

Finance Department

Financial Intern

Revenue Division. Student will analyze state sales and use tax records and compare to local records (including convention and tourism, occupational license and profits taxes). The work is of a confidential nature and requires the signing of a tax information confidentiality disclosure statement agreeing to protect the confidentiality of taxpayer information. Desired background: The ability to collect, organizes, and analyzes data across different tax types. Experience/course work should include accounting, finance, and/or business administration.

Financial Intern

Revenue Division. Student will assist with classifying taxpayers by industry to report on economic indicators. Completion of the project will assist the City in building a database to monitor changes in different sectors of the City's economy. The work is of a confidential nature and requires the signing of a tax information confidentiality disclosure statement agreeing to protect the confidentiality of taxpayer information. Desired Background: The ability to collect, organizes, and analyzes data. Experience/coursework should include accounting, finance, and/or business administration.

Financial Intern

Treasury Division. Student will assist with upfront financial analysis and administration of the City's economic development incentive programs including, but not limited to, tax increment financing (TIF) and tax abatement (RSMo Chapter 353). Task work may be of a confidential nature and require the signing of a tax information confidentiality disclosure statement agreeing to protect the confidentiality of taxpayer information. Desired Background: The ability to collect, organizes, and analyzes data. Experience/coursework should include accounting, finance, and/or business administration.

Financial Intern

Treasury Division. Student will assist with financial and accounting duties in support of a \$100 million property tax and special assessment billing and collection function. Task work will involve efficiency-related projects designed to improve collections, record keeping, lien rights preservation, billing system improvements and internal controls. Desired Background: The ability to collect, organize, and analyze data. Experience/coursework should include accounting, finance, and/or business administration.

Fire Department

There are no positions available at this time.

Health Department**Bilingual Intern**

Environmental Health Division. Bilingual student (English/Spanish) will assist with home visits, make and return phone calls, translate and compose letters and develop educational materials and fact sheets. Desired Background: Experience/course work in Spanish translation.

Building Management Intern

Office of Epidemiology & Community Health Monitoring. Student will assist with building management and creating a building manual that would include building operations, policies and procedures, maintenance schedules, etc. Desired Background: Experience/coursework in administration and/or general management.

Communicable Disease Prevention Intern

Communicable Disease Prevention & Public Health Preparedness Division. Up to six students are needed per semester to conduct communicable disease investigations, practice clinical skills in immunization, TB, and lead clinics and do blood draws in STD clinics. Desired Background: Undergraduate nursing students (also could use graduate microbiologists, bacteriologists and/or 2nd year medical students for communicable disease activities, but they cannot do clinical work).

Community Training Intern

Community Partnerships and Chronic Disease Prevention Division. Student will support community meetings and trainings related to youth development and advocacy training. Intern would be responsible for helping to set up training events and maintain ongoing relationships with schools and community-based youth development agencies. Desired Background: Experience/coursework in political science, psychology, communication studies, and social work.

Finance Intern

Office of Administration. Student will develop an indirect cost rate for the department, including a cost basis for space, utilities allocation and an indirect cost pool to cover Administration, IS, Operations, etc. Desired Background: Experience/coursework in accounting, finance, auditing, and/or economics.

Health Communication Intern

Health Education and Health Communication Division. Student will assist staff in development of protocol and research design in evaluative measures for media campaign and media tracking as well as assisting staff in hospital outreach for real-time statistical measurement of ER intake data (heat task force, BT, etc.). Desired Background: Experience/coursework in public health, health education, communications, social work, marketing, journalism, research design and evaluation or statistical analysis.

Health Education Intern

Health Education and Health Communication Division. Student will assist staff in the development of low literacy and various language materials for established Health Department brochures assist staff in research and writing for scientific publication in industry and trade journals. Desired Background: Experience/coursework in public health, health education, social work, communications, marketing, journalism, research design and evaluation or statistical analysis.

Health Education and Health Communication Intern

Health Education and Health Communication Division. Student will assist staff in outreach, program development and community capacity building for health areas related to women and children. Desired Background: Experience/coursework in social work, public health, health education, marketing, research design and evaluation and/or statistical analysis (practicum supervision can be provided to BSW/MSW students).

Health Program Intern

Environmental Health Division. Student will assist program manager and staff in mapping key processes in the Childhood Lead Poisoning Prevention Program and in the development, evaluation and implementation of quality improvement processes. Desired Background: Experience/coursework in public administration, business administration, or organizational management.

Mascot Intern

Environmental Health Division. The Childhood Lead Poisoning Prevention Program's mascot, Leady, is in demand during the summer months when health fairs and family events are in full swing. Two interns who enjoy children, education and theater are needed to provide lead prevention education to small and large groups. The mascot costume does not provide full vision, so it is our policy that Leady has a handler when in public. The mascot and his handler will create a dialog that is entertaining and educational. Desired Background: Experience/coursework in theater, drama, or early childhood education.

Program Development Intern

Office of Administration. Student will assist staff in development and implementation of department strategic plan and continuous quality improvement activities, including policy analysis, accreditation procedures, workforce development, etc. Desired background: Experience/coursework in public affairs, business, and/or communication.

Strategic Planning Intern

Community Partnerships and Chronic Disease Prevention Division. Student will assist with the publication and implementation of a strategic plan for the Health Department, including planning and conducting sessions to disseminate the plan to Health Department employees and developing presentations for the City Council and the Health Commission. Desired Background: Experience/coursework in public/business administration or health administration.

Swimming Pool Inspection Intern

Environmental Health Division. Student will assist with summer swimming pool inspections, including testing of water chemistry, inspection of safety/lifesaving equipment and inspection of mechanical equipment. Some light administrative work, including data entry, may also be required. Desired Background: Experience/coursework in environmental science, health, public health, biology.

Technical Intern

Office of Epidemiology & Community Health Monitoring. Student will provide light technical support, do software installations, update the department's phone listing and office locations using AutoCAD, conduct a computer training needs assessment and develop and present an appropriate computer training curriculum. Desired Background: Experience/coursework in technical support and/or systems analysis.

Human Relations Department**Investigations Intern**

Civil Rights Division. Student will investigate claims of employment discrimination. Desired background: Experience/coursework in civil rights law. Law student preferable.

Compliance Officer Intern

Minority/Women's Business Enterprise Division. Student will update forms in accordance with statute requirements and compile training manual with staff guidance. Desired Background: Excellent written and oral communication skills.

Mediator/Case Management Intern

Community Relations/Dispute Resolution Division. Student will conduct intake assessment, manage a small dispute case load, resolve cases through use of alternative dispute resolution methods (i.e. mediation, conciliation or referral), as well as draft agreements, court reports, and correspondence. Desired Background: Experience/coursework in social work, psychology, criminal justice, civil rights or other related field; a strong interest in working with community issues; knowledge of Alternative Dispute Resolution methods; training or coursework in mediation/arbitration skills, and the ability to manage a caseload. Should have good customer service skills, good communication, writing and typing skills, and a knowledge of computer programs (i.e. Microsoft Word).

Human Resources Department

Compensation Intern

Compensation Division. Student will assist with numerous compensation functions, including completion of salary survey data submission, spreadsheet development and/or maintenance, reviewing various compensation documents for accuracy and consistency and other duties as assigned. Desired Background: functional knowledge of Microsoft Office (especially Excel), attention to detail, and Human Resources emphasis/interest.

Education Intern

Education & Development Division. Student will participate in training activities as well as research and assist in development of training material and data entry. Other responsibilities include tallying evaluation data, assembling materials for training events, developing material for Education intranet site, handling class logistics for ongoing and new training events, setting up and implementing a system to archive education documents, conducting research for future education programs, assisting in marketing of education programs. Desired Background: Working knowledge of Microsoft Office programs and office equipment, ability to develop organizational systems, attention to detail, excellent writing skills, transportation to assist in distributing training materials and attending training at multiple sites and ability to lift 25-pound boxes.

Employee Benefits Intern

Employee Benefits Division. Student will participate in Employee Benefits activities, perform entry-level accounting activities, reconcile payments and reports, develop a standardized journal entry within the City's system, develop material for Benefits Division intranet site, and develop standard operating procedures for improving accounting procedures. Desired background: An understanding of basic accounting procedures, knowledge of Microsoft Office products and office equipment.

Labor & Employee Relations Intern

Division of Labor & Employee Relations. Student will assist with records management as well as creating and updating databases and meeting schedules. Desired background: Basic working knowledge of Microsoft Word, Excel or similar software.

Recruitment Intern

Recruitment & Selections Division. Student will prepare advertisements, update Recruitment databases, prepare applicant correspondence, assist with internal and external customer service, assist in maintaining filing system, perform research and perform other duties as assigned. Desired background: Experience/coursework in computer operation, functional knowledge of Microsoft Office, customer service experience, or Human Resources emphasis/interest.

General Services Department

Business Analyst Intern
Electronic Commerce Analyst/Programmer Intern
Help Desk Analyst Intern
Java Developer/Programmer Intern
Marketing Department
Project Manager Intern
Quality Assurance Analyst Intern
Web Developer/Programmer Intern

Law Department

City Prosecutor's Domestic Violence Assistance Program Intern

The Domestic Violence Assistance Program assists nearly 10,000 domestic violence and child abuse victims yearly. Program staff establish contact with victims who appear in the Municipal Court due to city ordinance violations classified as domestic violence. Staff assist victims through their participation in the criminal justice process, explain courtroom proceedings and make referrals to community social service and emergency service providers. Interns will collaborate with Victim Assistants to provide domestic violence and child abuse victims with direct services, referrals to community programs and court advocacy. Desired Background: Interns working to obtain a Bachelor or Master's degree.

City Prosecutor's Legal Intern

Student will assist in the preparation of domestic violence cases for trial both at the Municipal Court level and the Associate Circuit and Circuit Court levels, DUI cases for prosecution by doing research, witness interviews, checks for prior DUI offenses, and gathering of statistics kept on DUI prosecutions; as well as legal research, witness interviews, draft motions and briefs in support of prosecutions as needed. A third year student who obtains the proper certification could prosecute cases in Municipal Court. Desired Background: Second or third year law student interested in municipal or urban law, constitutional law, trial advocacy or criminal law.

Corporate Legal Intern

Student will assist with legal research and drafting necessary in conducting a comprehensive review of all City codified ordinances to determine which, if any, might now be unlawful or in need of reconsideration, in addition to performing legal research and drafting necessary for a comprehensive review of the City's zoning ordinances and legal research and drafting necessary for non-routine ordinance requests. Desired Background: Second or third year law student interested in municipal or urban law, constitutional law, trial advocacy or criminal law.

Litigation Legal Intern

Student will assist in all phases of preparation of the defense or prosecution of a City civil case. Duties include the drafting of pleadings and motions, written discovery, legal research, witness interviews and preparation, preparation for and digesting of depositions, document

digesting and indexing, preparation of cross-exams and direct exams of witnesses, preparation of jury instructions and trial exhibits and legal research and drafting for appellate cases. This trial work is both in state and federal courts. Desired Background: Second or third year law student interested in municipal or urban law, constitutional law, trial advocacy or criminal law.

Mayor's Office

Technology/Project Manager Intern

Student will assist the Mayor's Office staff with ongoing technical support of Internet, intranet, and extranet sites, execution of Web-related systems, technological solutions to enhance the Mayor's Office outreach and constitute relation efforts, and bridging the digital divide in Kansas City's urban areas. Student will also work with Mayor's Office staff to formulate and define the webpage with interactive marketing-focused content and participate in web maintenance.

Desired Background: Broad awareness of basic Internet, intranet, and WWW technologies, website design and development, experience in Unix, WindowsNT, Adobe Photoshop, multimedia, graphics and design. Strong analytical, problem-solving, project management and interpersonal skills.

Urban Affairs Intern

Student will assist Mayor and Mayor's Office staff in a variety of initiatives related to the quality of life in our urban neighborhoods including housing, public safety, capital improvements, transportation, race relations, community reinvestment, downtown revitalization, public health, and economic development. Responsibilities will include; assessing community needs to inform and shape mayoral and city strategies and policy initiatives, developing summaries of research products and/or best practices on specific topics as assigned for internal and external consumption, assist in the execution of mayoral urban strategies, and provide research assistance, staff support, ongoing feedback and analysis on mayoral projects related to the City's urban area. Desired Background: Knowledge of policy issues concerning affordable housing and community development, familiarity with agencies pertinent to housing, community reinvestment, wealth creation, and downtown revitalization, the ability to handle multiple projects, strong interpersonal and consensus building skills, and excellent research, written, and oral communication skills.

Municipal Court

Municipal Service Intern

Administration. Student will assist the public in their contact with Municipal Court through varied customer service and clerical work. Tasks will include answering resident telephone and web inquiries, handling resident complaints, developing scripts for inquiries, and assisting court administration in developing requirements for computer assisted response systems. Desired Background: Experience/coursework in customer service, foreign languages, bilingual translation, social service, criminal justice, communication, English and/or business management.

Neighborhood and Community Services Department

Administrative Assistant Intern

Dangerous Building Demolitions & Preservation. Student will review and revise procedure manuals, test manuals for accuracy and applicability, review each job in the division and create job descriptions for each, provide support to clerical staff, review DB case process and make recommendations for change, perform title searches and complete Certificate of Existence and assist in developing BRP database. Desired Background: Experience/coursework in business administration, public administration, computer sciences, research and/or related fields. Strong computer, clerical, and communication skills.

Animal Care Intern

Animal Control. Student will perform a variety of specific duties assisting veterinarians and animal technicians with procedures for animals in confinement at the animal shelter. Duties will include animal care, feeding and treatment, as well as supervised assistance with tests, vaccinations, and spay/neuter surgeries. Certain duties must be performed under the supervision of a veterinarian and/or licensed animal technician. Desired Background: Experience/coursework in veterinary medicine, biology and/or animal care and treatment.

Computer Software Intern

Social Services Division. Student will develop an Access Database and website for the center and its programs. Specific job duties will include working with the division manager and staff to determine daily work tasks, work documents, reporting requirements, reviewing existing database systems of other departments, develop a written database design, present plan to manager and staff for review and revisions, implement system, train, and revise as needed. The assigned person shall also be responsible for preparing weekly progress reports for the division manager's review. Desired Background: Preferred educational and skills in the computer science field with above average skills in Microsoft Access, Excel, PowerPoint, web site development and Adobe. Preferred intern must have good people skills and able to work within a dynamic work environment.

Community Violence Prevention Intern

Center for Community Solutions. Student will facilitate groups in a neighborhood setting, participate in community organizations and development projects, develop educational materials, training modules, coordinate workshops in the community, and create a working relationship between and with community groups, law enforcement and other service agencies. Desired Background: Experience/coursework in urban affairs, community development, and/or criminal justice. Must have excellent verbal and written communication skills and be available to work some nights and weekends.

Court Liaison/Legal Intern

Animal Control. Student will assist field officers with case preparation, presentations, evidence gathering, and attend court. He or she will review specified sections in Chapter 14 of the municipal ordinances to do ordinance comparisons with other cities, work with City attorney to update the legal opinion on personal property rights as applied to animal control, work with staff to increase the mail summons process, work with City Prosecutor to establish training

sessions and/or Q & A sessions for Animal Control Officers, develop some written guidelines and assist with presentations to officers and establish peer/case review sessions for field officers. Desired Background: Experience/coursework in criminal justice, law, political science and/or other legal related profession. Prefer candidates with an interest in animal welfare as well as public health and safety.

Customer Service Development

Center for Community Solutions. Research and implement state of the art customer service performance guidelines and measures in a law or code enforcement setting. Desired Background: business management, human resources, human relations, marketing, sociology or psychology.

Database Intern

Center for Community Solutions. Student will perform task/job analyses, work on transitioning from a manual system to electronic format and design and update website content. Desired Background: Experience/coursework in business administration, public administration, computer sciences, software engineering, website design, research and/or related fields.

Education/Outreach Intern

Animal Control. Map calls for service and addresses from which animals are surrendered as well as survey the public to determine areas of interest and need, prioritize educational needs and locations, review existing presentation materials and expand sources of materials, develop a formal program for schools where kids are taught how to react to aggressive animals and what responsibilities there are in owning a pet, increase the public's knowledge of animal control, determine the public's knowledge of the services provided by animal control to establish a baseline, provide information and training to City staff regarding animal control services, and event planning and coordination. Examples include rabies clinics, licensing events and adoption events. Desired Background: Experience/coursework in teaching, public relations, marketing, and/or business administration. Looking for a dynamic speaker and presenter.

Financial/Budget Analysts

Center for Community Solutions. Review all program expenditures, trends, projections and associated fees. Research opportunities for revenue growth. Compare our cost of service delivery to that of private industry and other municipal operations. This is a division and department objective. Desired Background: strong accounting, budget and analytical skills.

Grant and Marketing Research Intern

Linwood Multi-Purpose FOCUS Center. Students will research potential grant/foundations resources to supplement existing programs and assist with building structural repair and/or rehabilitation. Specific job tasks will be to develop a working knowledge of the building and programs through interviews with program staff, identify gaps in services and/or funding, identify potential resources and prepare written reports that include fund purpose, allowable costs, history of project types, application requirements, administrative allowance, and matching requirements, if applicable. The assigned person shall also be responsible for preparing weekly progress reports for the division manager's review and approval, working

with the division manager, consultant groups and other applicable departments to assist with application submission and performance measure development. Desired Background: Preferred educational and practical skills as a major in architecture, urban planning and design, English, accounting, social work, and/or other humanities degree, and working knowledge of Microsoft Access, Excel, PowerPoint, intranet and Adobe. Preferred intern must have good people skills and able to work within a dynamic work environment.

Grant Research Intern

Tow Services Division. Student will assist in research for grants and other funding options in addition to preparing appropriate requests for the grants and following through with all available options. Desired Background: Experience/coursework in grant research and writing, business administration, finance, economics and/or communication studies.

Graphic Arts Design

Administration. Develop brochures, info fact sheets, computer screen designs and presentations. Desired Background: supervision, communications, leadership, business management, and political science.

Research Assistants

Administration. Research best business practices and operation standards for tow organizations both municipal and private industry. Research and implement performance measures with task analyses. Research and survey citizen satisfaction or community benefit of services provided by department. Desired Background: research, business administration, strong math and analytical skills, public relations, communications, etc.

Web Designer/IT Intern

Animal Control. Student will assist in development of copy and layout for dynamic, interactive website for animal control, review other relevant animal care and control web sites for ideas, add photo images of animals in shelter to web site and shelter database, work with department IT liaison to develop Crystal Reports for Chameleon database and perform in-house computer training. Desired Background: Experience/coursework in computer education, web design and graphic layout.

Public Art Intern

Capital Improvement Management Office (CIMO), Architectural Services, section. Student will work on establishing an Artist Database, Slide Registry updates, and daily tasks. Desired Background: Experience/coursework in art and/or art history. A graduate student is preferable.

Parks and Recreation Department

Archives Intern

Planning and Design Services Division. Intern will assist in sorting and organizing papers, data entry and doing research on projects as needed. Desired Background: Detail oriented, experience with Microsoft Word and Access, historical research, and general interest in history. Basic knowledge of Kansas City history preferred.

Recreation Intern

Recreation Division. Assist with Community Centers, Nature Center, and Bruce R. Watkins programs with adults and children. Desired Background: Experience/coursework in education, physical education, recreation, sports, arts and crafts or other relevant work. Demonstrate strong leadership skills, creativity and energy.

Contracts and Grants Administration Intern

Engineering and Planning Division, Environmental Compliance and Contract Administration Section. Intern will work with professional design staff and contractors to prepare, organize, and route contract and grant documents central to land use planning, design and construction of a variety of Parks and Recreation Department capital improvement projects. Desired Background: Experience/coursework in pre-law or paralegal studies, business, public administration, engineering, urban design, English or communications, and familiarity with common desktop computer applications.

Environmental Intern

Engineering and Planning Division, Environmental Compliance and Contract Administration Section. Intern will coordinate with Parks and Recreation Department Staff at various operating facilities and/or professional environmental consultant contractors to assure that issues identified during periodic inspections by Environmental Management Department representatives are addressed with appropriate actions. Intern will record corrective actions taken by Parks and Recreation Staff and/or professional environmental consultant contractors in the Citywide Environmental Management System Database and update Parks and Recreation Department environmental records. Intern will assist in the coordination of Parks and Recreation Department employee environmental health and safety training. Desired Background: Experience/coursework in environmental studies, natural sciences, public administration, or adult education and strong personal communications skills and familiarity with common desktop computer applications.

Inspection Intern

Administration Division. Student will assist in inspecting parks and community centers for maintenance compliance with SHAPE initiatives. Desired Background: Requires valid driver's license and relevant experience/coursework.

Marketing Intern

Assist in marketing with news releases, announcements, research, and scheduling. Desired Background: Experience/coursework in marketing or public relations, good verbal and written communication skills, creativity and energy.

Parks & Recreation Intern

Student will assist in performing surveys, conducting evaluations and park inspections. Desired Background: An individual who is energetic, motivated, and conscientious. Must be detail-oriented and have excellent verbal and written communication skills.

Plaza Tennis Center Intern

Assist in marketing with news releases, announcements, research, and scheduling. Good

verbal and written communication skills. Assist with events and programs with adults and children. Desired Background: Experience/coursework in education, physical education, recreation, sports, or other relevant work. Demonstrate strong leadership skills, creativity and energy.

Research Intern

Trends and Analysis Division. Assist in evaluation of recreational programs. Desired Background: Analytical experience/coursework and good written and verbal skills.

Police Department

There are no positions available at this time.

Public Works Department

Construction Inspection Intern

Engineering Division. Student will assist with construction inspections. Desired Background: Experience/coursework in civil engineering.

Material Testing Intern

Engineering Division. Student will test materials related to construction. Desired Background: Experience/coursework in civil engineering.

Survey Rodman Intern

Engineering Division. Student will assist in survey activities. Desired Background: Experience/coursework in civil engineering.

Public Information Intern

Street and Traffic Division. Student will help prepare training manual for residential snow removal program and conduct customer satisfaction surveys on several division programs. Desired Background: Strong writing skills, research and analytical skills.

Motor Equipment Intern

Motor Equipment Division. Student will assist in the development of storeroom operating procedures. Desired background: Experience/coursework in business administration.

Motor Equipment Intern

Motor Equipment Division. Student will assist in developing a Customer Satisfaction Survey and poll all customers as to the overall satisfaction with the parts and services that Motor Equipment provides to the residents. Desired Background: Experience/coursework in business administration.

Research Assistant

Assist the Bicycle and Pedestrian Coordinator by conducting research regarding bicycle tourism, industry and related events in the Kansas City region and prepare written reports on findings.

Trails KC Fundraising Research Assistant

Assist the Bicycle and Pedestrian Coordinator with the conduct prospect research to fund design, construction and maintenance of multi-use trails and safety education programs and materials, assist with proposal writing and create a tracking tool for trail projects and funding proposal deadlines.

Bike KC Marketing Research Assistant

Assist the City's Bicycle and Pedestrian Coordinator to define target market for Bike KC program and projects, determine where and how to communicate with target group, create a profile for target market, conduct demographic research and report findings.

Bike/Ped Crash Spot Improvements Assistant

Student will assess 20 locations for spot improvements at bike/ped crash locations throughout the city. Assessment will include photo documentation and analysis of appropriate facility improvements for bicycle and pedestrian safety at each identified location. Prepare written report and GIS map of findings. Desired Background: urban planning, engineering, public administration, social work.

Bike Parking Project Assistant

Student will develop model for public request of bike rack installation. Project will involve determining appropriate locations and public right-of-way, developing a process for public requests for rack installation and possible website design. Desired background: urban planning, engineering, public administration, communications, social work.

Bike/Pedestrian Counts Data Analysis

Student will compile and analyze data from fall 2009 citywide bicycle and pedestrian counts. Prepare written report and create appropriate graphics. Desired Background: urban planning, mathematics, engineering, public administration, social work, business, research, data analysis.

Bike Week Event Assistant

Plan and coordinate regional activities and events during Bike Week 2010 (mid-May). Work with local advocates, municipal staff, businesses and others to determine health, wellness and safety education events/activities and their locations, dates and times. Utilize social marketing principles to develop events and activities that will encourage participation in events. Desired Background: communications/marketing, health, social work, environmental studies, public administration, event planning.

Bike Route Wayfinding Assistant

Using the Bike KC plan, develop a wayfinding system that incorporates direction, distance and destination for 55-miles of urban streets. Research best practices in other cities, create sign design/format, develop budget and implementation schedule. Desired background: urban planning, engineering, environmental studies.

Research Assistant

Building on completed research, student will further research economic growth opportunities for bicycle tourism, outdoor sports industry, bicycling/walking/running events and related activities as Kansas City improves opportunities for biking and walking. Compare cities who have achieved "Bicycle Friendly Community" designation and any related economic growth in relationship to the designation and implementation of improved biking and walking facilities. Prepare written report on findings. Desired Background: research, data analysis, economics, tourism, urban planning, public administration.

Bike/Ped Public Safety Education Project Assistant

Work with key community stakeholders and city staff to develop a bicycle and pedestrian safety education program model for Kansas City. Research best practices from across the country, identify funding sources and prepare implementation strategy document. Utilize social marketing principles to develop programs that will encourage increased biking and walking for transportation. Desired Background: business, urban planning, education, health, social work, marketing/communications.

Biking Tours Mapping Project Assistant

Using Denver's "Hike and Bike Tours" as a template, create the first carbon-free guide to Kansas City. Design and map three different biking tours for visitors to Kansas City. Focus routes on major destinations, points of interest, architecture and historical places. Each route will include: distance, difficulty rating, calories burned calculation, CO2 emissions savings, a brief description of the route and written directions. Desired Background: urban planning, engineering, marketing/communications.

Bike Week Assistant Coordinator

Assist the City of KC Bicycle and Pedestrian Coordinator to coordinate recruiting and outreach to individuals and businesses, coordinate publicity with various media sources, deliver presentations at participating organizations, coordinate commuter stations with KCMO Bike/Ped Coordinator, solicit and pick up prize donations, recruit and schedule volunteers to assist as needed at various regional bike week events and assist with organizing Car Free Challenge Wrap Party.

Bicycle/Pedestrian Data Collection Assistant

Assist the Bicycle and Pedestrian Coordinator with coordinating bike/pedestrian counts and data collection using national survey tools, recruiting university assistance, recruiting and training volunteers for day of data counts, securing needed survey materials, determining appropriate locations for counts, researching crash data for area of concern, and assisting in data analysis and report findings.

Bike KC Project Assistant

Student will inventory on-street bicycle safety improvements needed for next phase of plan implementation. Assessment will include using GPS to record hazard mitigation locations and determining appropriate bicycle facility (e.g., bike lane, sharrow, shared use shoulder, route). Information collected will be used to develop a bicycle facilities map. Desired Background: urban planning, engineering.

Water Services Department

Analytical Chemist Intern

Laboratory Services Division. Student will assist with inventory control, maintaining chemical supply room, conducting laboratory safety inspections, clerical filing, field collection of samples, analytical testing, sample collection, preparation sample analysis, operational planning, and standard operation procedure (SOP) development. Desired Background: Experience/coursework in a science related field such as chemistry, biology, physics, geology, and/or lab work, field analyses, classroom science, science fair projects and use of various science equipment.

Engineering Technician Intern

Engineering Systems Division. Student will assist in the construction/survey section and inspections of water and sewer line work. Desired Background: Experience/coursework in civil engineering.

Engineering Technician Intern

Engineering Systems Division. Student will assist Engineers in the Collections Systems (sewer) Section, troubleshooting sewer line problems, and gathering data for new construction or rehabilitation projects. Desired Background: Experience/coursework in civil or mechanical engineering.

Engineering Technician Intern

Engineering Systems Division. Student will assist Engineers in the Distribution Systems (waterline) Section to troubleshoot water line problems such as low pressure and gather data for new waterline projects. Desired Background: Experience/coursework in civil or mechanical engineering.

Water Recovery and Protection Intern

Director's Office. Student will meet with managers and field personnel from various divisions in Water Services including Consumer Services, Reading & Service, Pipeline, and Water Supply. Student will review and evaluate computer reports, communicate with other City departments and other utilities, perform general administrative tasks, and review and evaluate current department processes. Desired Background: Understanding of computer-processed data, good interviewing and writing skills, general administration, and business process design.